



COURSE CALENDAR

2018-2019

<p style="text-align: center;">ABSENCE MANAGEMENT</p> <p>December 13, 2018 9:00 – 10:30 MCH – 7th Floor February 7, 2019 9:00 – 10:30 CityPlace 3134 April 11, 2019 9:00 – 10:30 MCH – 7th Floor</p>	<p style="text-align: center;">CONTROLLER'S PROCESS/PURCHASING</p> <p>October 16, 2018 10:45 – 12:30 CityPlace 3134 December 13, 2018 10:45 – 12:30 MCH – 7th Floor</p>
<p style="text-align: center;">COMMUNICATION SKILLS FOR SUPERVISORS</p> <p>October 10, 2018 12:00 – 1:45 MCH – 7th Floor November 28, 2018 12:00 – 1:45 CityPlace 3134 March 13, 2019 12:00 – 1:45 MCH – 7th Floor</p>	<p style="text-align: center;">DISABILITY RIGHTS- Overview of Rights & Responsibilities</p> <p>October 10, 2018 2:00 – 3:45 MCH – 7th Floor November 28, 2018 2:00 – 3:45 CityPlace 3134 March 13, 2019 2:00 – 3:45 MCH – 7th Floor</p>
<p style="text-align: center;">WORKPLACE HARASSMENT PREVENTION & BARRIERS TO DIVERSITY AND INCLUSION</p> <p>December 3, 2018 9:00 – 10:15 MCH – BCR January 31, 2019 12:30 – 1:45 CityPlace 3134 April 23, 2019 9:00 – 10:15 MCH- 7th Floor</p>	<p style="text-align: center;">WORKPLACE VIOLENCE- Prevention, Managing Conflict, & Investigations</p> <p>December 3, 2018 10:30 – 12:15 MCH – BCR January 31, 2019 2:00 – 3:45 CityPlace 3134 April 23, 2019 10:30 – 12:15 MCH – 7th Floor</p>
<p style="text-align: center;">DISCIPLINE AND DISCHARGE</p> <p>December 4, 2018 9:00 – 10:30 MCH – 7th Floor February 28, 2019 1:00 – 2:30 MCH – 7th Floor May 7, 2019 9:00 – 10:30 CityPlace 3134</p>	<p style="text-align: center;">THE GRIEVANCE AND ARBITRATION PROCESS</p> <p>December 4, 2018 10:45 – 11:45 MCH – 7th Floor February 28, 2019 2:45 – 3:45 MCH – 7th Floor May 7, 2019 10:45 – 3:45 CityPlace 3134</p>
<p style="text-align: center;">CIVIL SERVICE- Everything You Need To Know</p> <p>November 27, 2018 12:30 – 2:00 CityPlace 3134 January 10, 2019 12:30 – 2:00 MCH – 7th Floor March 28, 2019 9:00 – 10:30 CityPlace 3134</p>	<p style="text-align: center;">EAP TOOLS FOR SUPERVISORS</p> <p>November 27, 2018 2:15 – 3:45 CityPlace 3134 January 10, 2019 2:15 – 3:45 MCH – 7th Floor March 28, 2019 10:45 – 12:15 CityPlace 3134</p>
<p style="text-align: center;">OVERVIEW OF COUNTY PERSONNEL POLICIES</p> <p>October 22, 2018 9:00 – 10:30 MCH – BCR February 21, 2019 9:00 – 10:30 CityPlace 3134 April 30, 2019 9:00 – 10:30 MCH – 7th Floor</p>	<p style="text-align: center;">EMPLOYEE BENEFITS</p> <p>October 22, 2018 10:45 – 12:00 MCH – BCR February 21, 2019 10:45 – 12:00 CityPlace 3134 April 30, 2019 10:45 – 12:00 MCH – 7th Floor</p>

COURSES CONTINUED 2018-2019

WORKPLACE ETHICS	NYS WORKERS' COMPENSATION & WORKPLACE INJURIES INVESTIGATIONS
November 8, 2018 12:30 – 1:45 MCH – 7 th Floor January 17, 2019 9:00 – 10:15 MCH – 7 th Floor March 7, 2019 9:00 – 10:15 CityPlace 3134	November 8, 2018 2:00 – 3:30 MCH – 7 th Floor January 17, 2019 10:30 – 12:00 MCH – 7 th Floor March 7, 2019 10:30 – 12:00 CityPlace 3134
PERFORMANCE MANAGEMENT	HOW TO EFFECTIVELY COMPLETE PERFORMANCE EVALUATIONS
October 9, 2018 9:00 – 10:15 MCH – 7 th Floor January 24, 2019 9:00 – 10:15 CityPlace 3134 April 4, 2019 9:00 – 10:15 MCH – 7 th Floor	October 9, 2018 10:30 – 11:30 MCH – 7 th Floor January 24, 2019 10:30 – 11:30 CityPlace 3134 April 4, 2019 10:30 – 11:30 MCH – 7 th Floor
INTERVIEWING SKILLS	LEADERSHIP SKILLS
October 2, 2018 10:45 – 12:30 MCH – 7 th Floor February 14, 2019 10:45 – 12:30 CityPlace 3134 April 18, 2019 2:15 – 4:00 MCH – 7 th Floor	October 2, 2018 9:00 – 10:30 MCH – 7 th Floor February 14, 2019 9:00 – 10:30 CityPlace 3134 April 18, 2019 12:30 – 2:00 MCH – 7 th Floor
HUMAN RESOURCE MANAGEMENT FOR SUPERVISORS	BUDGET PROCESS/FINANCE
October 8, 2018 12:30 - 4:00 MCH – BCR January 22, 2019 12:30 - 4:00 CityPlace 3134 March 19, 2019 12:30 - 4:00 MCH – 7 th Floor	February 7, 2019 10:45 – 12:15 CityPlace 3134 April 11, 2019 10:45 – 12:15 MCH – 7 th Floor

Location Key:

- CityPlace = CityPlace, Room 3134
- MCH BCR = Monroe Community Hospital, Brass Chandelier Room, 1st Floor
- MCH 7th Floor = Monroe Community Hospital, 7th Floor Conference Room

REGISTRATION: **Registration will be held in two sections:**

- 1) For Fall Courses (September 2018 - December 2018) registration will begin on September 4, 2018.
- 2) For Spring Courses (January 2019 – May 2019) registration will begin on December 10, 2018

To register for courses and to view a course calendar, please visit the Monroe County Intranet or <http://www.monroecounty.gov/hr-leadershipacademyreg>